

MINUTES
RICHMOND MEMORIAL LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING

October 25, 2018

PRESENT: Lisa Seethaler; Sarah McGuire; Karen Langlois; Jann Parker; Mark Dursin; Elise Kremer; Audrey Skorski; Rich Storrs; Nancy Wood.

ABSENT: Joanne Buck.

CALL TO ORDER: Meeting called to order by Lisa Seethaler at 7:04 PM.

PUBLIC FORUM: None.

ADDITIONS TO THE AGENDA: None.

MINUTES: The minutes of the May 16, 2018, meeting were corrected in the "New Business" section to state that Nancy Wood be allowed to carry over 2.5 vacation days. The minutes as amended were moved to be accepted by Rich Storrs; seconded by Mark Dursin. Minutes were approved.

CORRESPONDENCE: None.

TREASURER'S REPORT: Treasurer Karen Langlois reviewed her submitted report (on file) and noted that Vanguard funds were down slightly from September, but still up from this time last year. The Investment Allocation at 62% equities/38% Bonds is near the Finance Committee target. Audrey Skorski moved to accept the Treasurer's Report, Jann Parker seconded. Motion passed. Nancy Wood reviewed the Profit & Loss Budget. She anticipates/fears issues on state and town funding following November's elections. She also noted tax law changes could begin to affect donations.

COMMITTEE REPORTS: Lisa Seethaler reviewed committee assignments and upcoming meetings:

A. STANDING COMMITTEES:

1. FINANCE COMMITTEE: Karen Langlois, Brad Buck, Kurt Filosa all expected to remain on committee. Karen hopes to have a meeting before the next Board meeting.
2. FRIENDS COMMITTEE: Meeting scheduled for tomorrow night. Joanne Buck, Sarah McGuire, Jann Parker and Audrey Skorski will represent Board on a rotating basis. Jann will attend the October 25 meeting.
3. BUILDING AND GROUNDS: Lisa Seethaler, Mark Dursin, Sarah McGuire. Meeting scheduled for November 5, 2018 at 7:00 PM.

B. SPECIAL COMMITTEES:

1. NOMINATING: Nancy Wood will ask three members from Association in January to serve.
2. BY LAWS: Rich Storrs, Lisa Seethaler, Elise Kremer. Meeting scheduled for January 9, 2019 at 4:00 P.M..

3. PERSONNEL: Lisa Seethaler, Rich Storrs and possibly Joanne Buck.
4. POLICY: Rich Storrs, Jann Parker, Audrey Skorski, Nancy Wood. Meeting scheduled for December 12, 2018 at 4:00 PM.
5. LONG RANGE PLAN: All Board members to be on committee; to be discussed at the December 5, 2018 Board meeting.

DIRECTOR'S REPORT: Director Nancy Wood's report is on file. Long-time patron Ted Czuj died unexpectedly and his obituary listed the library for donations in his memory. His sister, Christine, Czuj, has spoken with Nancy about a potential donation in his name.

OLD BUSINESS:

- A. AUDIT 17/18: Auditors are awaiting the library's tax returns.
- B. ENDOWMENT: Rich Storrs moved that an Endowment Committee be created for the purpose of discussing and potentially creating an endowment fund for the library. Sarah McGuire seconded. Motion passed. All board members will be part of the Endowment Committee.

NEW BUSINESS:

- A. LIBRARY ATTIC SPACE: Nancy Wood would like to see whether more usable space can be created from attic space. Long Range Planning Committee will consider this.

OTHER: None

PUBLIC FORUM: None.

ADJOURNMENT: Rich Storrs made a motion that the meeting be adjourned; motion was seconded by Mark Dursin. Motion passed. Meeting was adjourned at 8:04 PM.

Respectfully submitted,

Jann Parker

November 2, 2018